



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Automotive/Equipment Mechanic</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> _____
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Shop Superintendent</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>06/08</u>
<b>DEPARTMENT:</b> <u>PW-Maintenance Operations</u>		<b>JOB CODE:</b> 3033

**DEFINITIONS:**

Under general supervision, performs skilled tasks in mechanical repair and maintenance of all trucks, County passenger vehicles, tractors, bulldozers, graders, and other standard and specialized equipment.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Services and repairs gasoline and diesel engines, manual and automatic transmissions, rear ends, drive lines, clutch, brake, electrical systems, air conditioning and related equipment, fuel and cooling systems, exhaust systems, hydraulics, and air brakes at a vehicle maintenance facility or the site of a vehicle breakdown.

Performs wheel alignment and general overhaul of equipment including disassembly as required, repairing or replacing of damaged or malfunctioning parts or mechanical units, including camshafts, crankshafts, pistons, rings, connecting rods, bearings, valves, and lifters.

Assists Shop Superintendent in the preparation of bid specifications for vehicles and mechanical equipment; maintains a variety of records relating to maintenance activities; performs duties in conformance to appropriate safety and security standards.

Visually inspects and tests machinery and equipment; cleans and lubricates shafts, bearings, gears, and other parts of equipment; installs and repairs electrical components of machinery and equipment.

Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment; operates welding equipment and cutting torch to cut or join metal parts; performs minor body repair, application of touch-up paint and related work.

Assists in loading, unloading, and securing materials and equipment; operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Maintains a working knowledge of equipment, facilities, materials, methods, and procedures used in maintenance and repair activities.

**KNOWLEDGE AND SKILLS:**

1. Considerable knowledge of County equipment, preventive servicing and repair techniques and service repair manuals.
2. Considerable knowledge of diagnostic equipment and repair and maintenance techniques.
3. Considerable knowledge of County safety procedures for repair and maintenance of equipment.
4. Some knowledge of applicable County policies and procedures.
5. Skill in diagnosing and testing relating to vehicle and equipment operational performance.
6. Skill in reading and interpreting diagrams and schematics, and descriptions in service manuals and equipment specifications.
7. Skill in use of electronic, hand and power tools for equipment maintenance.
8. Skill in operating a variety of heavy equipment for purposes of diagnosing problems and moving to safe location.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED and specialized training in mechanics, repair and maintenance; and three years vehicle and/or equipment maintenance experience; valid Missouri Drivers License; Class A CDL with air brake endorsement; a State of Missouri Inspectors Mechanic Permit and Mobile Air Conditioning Service, cfc-12 and R134a Certificate.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)